

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: July 1, 2013

PERSONNEL LETTER #13-012  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **CALPERS' MEMBER RECIPROCAL SELF-CERTIFICATION FORM**

As identified in Personnel Letter #13-005, a new CalPERS form, Member Reciprocal Self-Certification Form (PERS-CASD-801) was introduced in CalPERS' Circular letter 200-063-012. This Personnel Letter contains the new processing instructions for the Member Reciprocal Self-Certification Form (PERS\_CASD\_801).

Due to PEPR (Public Employees' Pension Reform Act), CalPERS requires new reciprocity data to accurately process membership enrollment. If an employee was not a member prior to 1/1/13 and the employee does not have prior employment with a reciprocal agency, they are considered to be a "new" CalPERS member subject to the retirement benefits defined by PEPR 2013.

The State Controller's Office (SCO) is the official holder of employment history (EH) records and is considered the "employer" with CalPERS. CalPERS membership is established based on data submitted from SCO derived from the employment history transactions keyed by agencies. At this time, the reciprocity data cannot be stored in our EH system. Therefore, the forms will be processed manually by SCO staff.

### **FORM COMPLETION**

The form must be completed by:

1. All new hires effective on or after 01/01/13 who are CalPERS members
2. Existing employees who become CalPERS eligible on or after 01/01/13. For example, intermittent hourly employees who have worked 1,000 hours and therefore are now eligible for CalPERS on or after 01/01/13

Refer to Form PERS-CASD-801 at <http://www.calpers.ca.gov/eip-docs/about/pubs/employer/er-forms/ret-forms/self-certification.pdf> for completion instructions.

### **FORM SUBMISSION**

Although all new hires must complete the form as it will assist the agency to determine CalPERS' eligibility, not all forms must be submitted to the SCO for enrollment.

Only submit the form to the SCO when either condition A or B applies:

A. All three of the following statements are true:

- Employee is a CalPERS member
- Appointment is the first appointment to PIMS with an effective date on or after 1/1/13
- Employee indicates on the form that he/she was a member of a reciprocal retirement system or retired from a reciprocal retirement system

B. Employee is a new CalPERS member, having worked the required number of hours/days AND indicates on the form that he/she was a member of, or retired from, a reciprocal retirement system.

### **HOW TO SUBMIT FORMS:**

- Each agency may use only one of two methods to submit the required forms; email or interagency mail/postal service.
- Once an agency begins using a submission method, the method cannot be changed unless the change is first approved by PPSD. Contact the Reciprocity Unit at (916) 319-9067 or via email at [PPSDreciprocity@sco.ca.gov](mailto:PPSDreciprocity@sco.ca.gov).
- Each agency must submit emails with/without forms once per calendar month. (Occasional exceptions are permitted.)

### **METHOD 1 – EMAIL:**

1. Retain the original document in the employee's personnel records.
2. Remove the first five numbers of the social security number (SSN) from the SOCIAL SECURITY NUMBER OR CALPERS ID NUMBER field on the form leaving the last four numbers, e.g., XXX-XX-4556. (**DO NOT** email forms with the full SSN!)
3. In addition to the last four numbers of the SSN, enter the position number.
4. Submit a scan of the signed, completed forms to [PPSDreciprocity@sco.ca.gov](mailto:PPSDreciprocity@sco.ca.gov) with the following email verbiage:  
Attached are the CalPERS "Member Reciprocal Self-Certification" forms completed by (**indicate agency**) employees hired during (**specify calendar month**), who have indicated previous employment with a reciprocal retirement system.  
This e-mail further confirms that the CalPERS "Member Reciprocal Self-Certification" forms collected from other employees hired during the timeframe specified above did not indicate previous employment with a reciprocal retirement system.
5. Emails (with/without forms) must be submitted to PPSD no later than the end of the calendar month following the month of appointment. For example, appointment date is June 10, 2013, the email must be sent no later than the end of July 2013. (**DO NOT** submit the form to CalPERS.)

### **METHOD 2 – INTERAGENCY MAIL OR POSTAL SERVICE:**

1. Retain the original document in the employee's personnel records.

2. Remove the first five numbers of the social security number (SSN) from the SOCIAL SECURITY NUMBER OR CALPERS ID NUMBER field on the form leaving the last four numbers, e.g., XXX-XX-4556. (**DO NOT** mail forms with the full SSN!)
3. In addition to the last four numbers of the SSN, enter the position number.
4. Submit a copy of the signed, completed form to PPSD. (**DO NOT** submit the form to CalPERS.)

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Attn: Reciprocity Unit

5. Forms must be submitted to PPSD no later than the end of the calendar month following the month of appointment. For example, appointment date is June 10, 2013, the forms must be sent no later than the end of July 2013.

### **NO FORMS TO SUBMIT:**

If no forms need to be submitted to PPSD for processing, please send an email with the following verbiage to [PPSDreciprocity@sco.ca.gov](mailto:PPSDreciprocity@sco.ca.gov):

This e-mail confirms that all CalPERS "Member Reciprocal Self-Certification" forms collected from (**indicate agency**) employees hired during (**indicate calendar month**) did not indicate previous employment with a reciprocal retirement system.

### **SUBMISSION OF PENDING FORMS:**

1. Agencies were previously instructed to retain the reciprocity forms in a central location pending release of processing instructions.
2. Please submit the pending forms/emails as soon as possible using the instructions provided above in HOW TO SUBMIT FORMS, and NO FORMS TO SUBMIT.
3. Please combine forms/emails for the calendar months of January 2013 through June 2013 under a single submission for the entire period, rather than separate submissions for each calendar month.
4. Although the anticipated volume of employees with prior reciprocal employment is expected to be very low, it is possible that an employee may apply for retirement prior to updating CalPERS enrollment to reflect the applicable reciprocity data. This may result in an incorrect calculation of their retirement allowance.

### **CONTACTS**

Questions regarding form completion or form submission information can be directed as follows:

Form Completion	CalPERS	(888) 225-7377
Form Submission	PPSD	(916) 319-9067 or via email at <a href="mailto:PPSDreciprocity@sco.ca.gov">PPSDreciprocity@sco.ca.gov</a>

LC: PMAB: DM